

APPENDIX A – SAMPLE OF AIR FORCE PERSONNEL CENTER (AFPC) VACANCY ANNOUNCEMENT

Civilian Employment – **Vacancy Announcement**
"Display full name" if logged in

Please be sure to review for complete qualifications "Who may apply" and "How to apply" information.

	<h3 style="text-align: center; color: blue;">Vacancy Announcement</h3> <p style="text-align: center;">UNITED STATES AIR FORCE (USAF) AIR FORCE PERSONNEL CENTER (AFPC)</p> <p style="text-align: center; color: red;">Vacancy Announcement Number: 02NOV123456</p> <p style="text-align: center; color: red;">Position Title/Pay Plan/Series/Grade or Level/Promotion Potential: SECRETARY (OA) GS-0318-07</p> <p style="text-align: center; color: blue;">✉ e-mail this to a friend</p>
<p>Vacancy Announcement Number: (Include identification announcement type) 02NOV123456</p> <p>Opening Date:</p> <p>Closing Date:</p> <p>Position Title/Pay Plan/Series/Grade or Level/Promotion Potential:</p> <p>Career Program: "If no Career Program display None" "Link to www.afpc.randolph.af.mil/cp"</p> <p>Salary:</p> <p>Duty Location: "link to http://www.afpc.randolph.af.mil/resweb/bases.htm"</p> <p>City or County if any:</p> <p>Temporary position:</p> <p>Work Schedule:</p> <p>Who May Apply: Open to the General Public</p> <p>Major Duties:</p> <p>Qualifications Required:</p> <p>Basis of Rating:</p> <p>Pay, Benefits and Work Schedule:</p> <p>Other Information:</p> <p>How To Apply:</p> <p>Job Conditions:</p>	